






ACTION ITEMS FOR MOVING/CLOSING AN OFFICE

There are many details involved in moving or closing an office. Listed below are potential action items and contacts for assistance:



Check off items as completed

- | | |
|--------------------------|--|
| <input type="checkbox"/> |  Submit an APHIS Form 114 (Request To Establish, Close, Expand or Release or Relocate Space and Facilities) in accordance with USDA Directive 1620.1 . |
| <input type="checkbox"/> | * Assign someone on your staff to act as a Move Coordinator to serve as the main point of contact with MRPBS-ASD Realty. Establish list of emergency contacts during the move. |
| <input type="checkbox"/> |  Make arrangements for the move of equipment, personnel and telecommunications. |
| <input type="checkbox"/> | * Have maintenance agreements amended or canceled with MRPBS-ASD Purchasing (I.E.: computers, copiers, HVAC or special equipment). NOTE: Some service providers require long lead times. |
| <input type="checkbox"/> | * Make arrangements for the moving or termination of telecommunications service with APHIS, AMS or GIPSA Telecommunications Contacts. (I.E.: calling cards, e-mail ID's, and Telecommunications services such as local carrier, FTS-2001, data circuits, radio circuits, wireless cell phone/pagers) NOTE: Ordering of new phone systems and movement of satellite antennas can require 90 day notification. See attached telecommunications brochure. |
| <input type="checkbox"/> | * Contact the MRPBS-ASD HouseHold Move Coordinator for both HouseHold goods and office furniture move arrangements. |
| <input type="checkbox"/> | * Cancel or redirect any undelivered purchases or contract items with MRPBS-ASD Contracting or Purchasing. (i.e.: Security Agreements and Maintenance Contracts) |
| <input type="checkbox"/> |  Arrange for disposal of personal property, motor vehicles and/or Accountable Officer change with MRPBS-ASD Property. |
| <input type="checkbox"/> |  Change or cancel addresses. |
| <input type="checkbox"/> | * Change or cancel your FEDSTRIP code address with MRPBS-ASD Purchasing. |
| <input type="checkbox"/> | * If your Billing Office Address Code (BOAC) is to change contact NFC. |
| <input type="checkbox"/> | * Notify Post Office and other program offices where to forward any mail. |
| <input type="checkbox"/> | * Order new letter head stationary and other address required items. |
| <input type="checkbox"/> | * Change address for any employee having salary statements, salary checks or bonds with office address delivery. Contact MRPBS-ASD Human Resources for appropriate forms. |
| <input type="checkbox"/> |  Vacating Space |
| <input type="checkbox"/> | * Cancel utilities, including all telecommunications as listed above. |
| <input type="checkbox"/> | * Schedule "Walk Thru" with GSA/Landlord noting discrepancies. Complete a Space Condition Report and mail original to the MRPBS-ASD Realty Team. |
| <input type="checkbox"/> | * Turn in all office keys and access/parking cards. |

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Provided by the MRPBS-ASD, 100 N. 6th St., Suite 510C, Minneapolis, MN 55403-1588